KING EDWARD VI
SCHOOL LICHFIELD

Allergy policy

2026

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Policy statement

In line with Benedict's Law, King Edward VI School are committed to providing a safe, inclusive, and welcoming environment for all children, young people, employees, and visitors with allergies. Recognising the serious and potentially life-threatening risk posed by anaphylaxis, this dedicated policy establishes robust risk-mitigation measures and emergency response protocols.

We recognise that allergy is a spectrum of different allergic diseases and that these reactions occur when a susceptible person is exposed to something (an "allergen") they are allergic to.

We will ensure that employees are aware that:

- anaphylactic reactions usually begin within minutes of being in contact with the allergen i.e. eating a trigger food, though can occur several hours later. Anaphylaxis involves difficulty in breathing and affects the heart rhythm. In extreme cases there could be a dramatic fall in blood pressure leading to collapse.
- Once started, anaphylaxis reactions progress quickly – therefore giving emergency adrenaline **immediately** and calling Emergency Services (999) is crucial. **Anaphylaxis always requires an emergency response**
- anaphylaxis can occur without any other signs (such as a skin rash) being present. We will **always consider anaphylaxis in someone with a known food allergy who has sudden difficulty in breathing.** Giving adrenaline in this context is very safe and may be lifesaving.
- the most common causes of "whole body" allergic reactions – including anaphylaxis – are:
    - foods (e.g. peanuts, tree nuts, cow's milk/dairy foods, egg, wheat, fish/shellfish, and sesame);
    - insect stings (e.g. bee, wasp);
    - medication (e.g. antibiotics, pain medicines such as ibuprofen);
    - latex (e.g. rubber gloves, balloons, swimming caps).
    - even for food allergy, most anaphylaxis reactions require the person to have eaten the food, although less serious allergic reactions can happen through skin or other contact. Anaphylaxis reactions due to skin contact are very rare. Students with known anaphylaxis who have a skin reaction would be monitored and parents/carers contacted.

King Edward VI School has a whole school awareness approach, because it ensures all employees and students are aware of what allergies are, the importance of avoiding the individuals' allergens, the signs & symptoms, how to deal with allergic reactions and to ensure procedures are in place to minimise risk of exposure.

Coeliac disease and food intolerance can present symptoms which are similar to those of food allergy; it is important that Coeliac disease and food intolerance is be managed through dietary avoidance, but these conditions do not pose a risk of anaphylaxis and so they are not within this allergy safety policy.

Eczema, asthma, and allergies sometimes occur together – known as the atopic triad. It is important that these are managed well to keep the individual healthy. First aiders are able to administer an emergency inhaler when necessary. Students with prescribed inhalers must ensure they are carried with them in school and are in date. These conditions are not included in this allergy safety policy.

King Edward VI School understands that severe allergies are included in the Equality Act, 2010. The act considers a person disabled if they have a physical or mental impairment that has a substantial and long-term negative effect on their ability to carry out normal daily activities. Seasonal rhinitis (such as hay fever) is explicitly excluded from the definition of disability unless it aggravates the effect of another health condition.

The Governors and Headteacher will draw this policy to the attention of all employees, and review annually.

Roles and Responsibilities

Allergy lead and governing body are responsible for:

The governing body, are responsible for ensuring that the school's policy sets out the arrangements to reduce the risk of individuals coming into contact with their known allergens and sets out the emergency response plan for cases of anaphylaxis.

The governing body, monitor this policy with it being a standing agenda item at meetings. A School governor has been designated as a named governor for Health and Safety and this includes working closely with the allergy lead and reporting back to governor meetings.

King Edward VI School includes the risks pertaining to students and employees with allergy on the school's risk register.

King Edward VI School has a named member of the senior leadership team who is responsible for allergy safety which includes driving the implementation of the allergy safety policy and contributing to the review of the policy.

The allergy lead is Laura Hurn (Deputy Headteacher) and with the support of the School Business Manager, Office Manager and First Aid receptionist, they are responsible for:

- systems to collect allergy information during the enrolment process, ensuring that this information is shared with catering teams. Outside of the normal admission point, they will ensure that information is shared with employees and catering teams as soon as possible
- holding a register of students and employees with severe allergies or anaphylaxis including whether they hold adrenaline and whether they have an allergy action plan
- ensures that systems are robust for the identification of students for food purchased from school
- Communication about:
  - the policy
  - the students who are on the register of those with severe allergies
  - the importance of recording and reporting near misses and incidents
- communication with:
  - governors to provide updates about the policy implementation
  - Health and Safety and Designated Safeguarding Leads to keep allergy safety as part of their roles
  - Outside agencies such as Health and Safety Executive (HSE) if a report under RIDDOR is needed
  - Caterer: the procedures in the kitchen and the procedures for ensuring that the students with allergies are able to purchase a safe meal

  - Parents/carers to enable them to input into IHPs (Individual Healthcare Plans) and to request allergy action plans when appropriate
  - Students to develop an understanding of allergy through information assemblies/workshops
- spare adrenaline devices and making sure these are checked and in date, with replacements being secured before the current ones expire
- that IHPs are created and communicated
- Training
  - ensuring that all employee annual training is up to date and that allergy is included in induction
  - ensures that all employees have the opportunity to practice with trainer adrenaline devices

All Employees are responsible for:

- understanding their role in implementing this policy, recognising signs of allergic reactions, and acting swiftly in an emergency
- supporting the creation of the students IHP
- implementing the students IHP
- Creating an inclusive curriculum
- Curriculum adaptation to minimise risks
- Completing risk assessments for, curriculum activities involving food, trips and visits including sporting events
- Building proactive relationships with parents/carers
- Reporting near misses and incidents

Parents and carers are responsible for:

- Adhering to this policy
- Providing school with the information they need to create individual health care plans
- Updating school when reactions happen outside of school or any changes to the student's allergy and its management.
- Ensuring that the student always has in date medication with them at school

Minimising Risk and Exposure to Allergens

Minimising risk and the exposure to allergens is central to ensuring that individuals with allergies are safe from harm. Even a small amount of allergen can cause a reaction. Any food can cause a reaction with serious consequences for the individual and King Edward VI School will only eliminate a food following a risk assessment supported by medical advice when necessary. Where a food is restricted, this will be to the smallest area for the time necessary; for example, the cooking room for the duration of the lesson when the student with allergy is cooking. Blanket bans, especially to nuts, create a false sense of security. Whilst there are fourteen key food allergens that cause over 90% of reactions, any food can cause a reaction.

King Edward VI School is allergy aware ensuring that the employees and students are actively aware of the risk posed by allergens, take steps to minimise the risk of exposure and have robust emergency response plans in place.

King Edward VI School completes a school wide allergy risk assessment that seeks to minimise the risks of exposure to known allergens. The risk assessment will include:

- Identifying the food used within the curriculum and making adaptions to remove allergens that pose a risk for the whole group not just the student who has the allergy.
- Conducting specific risk assessments to manage the risks of exposure to allergens in individuals when planning external visits or trips
- Identify measures to manage risks of exposure to a food allergen through food brought in by others (for example, parents, students, employees).
- Identify measures to manage the risks of exposure to a food allergen through food provided by the school, college or setting
- Putting in reasonable measures to manage the risk of individuals being exposed to allergens where they have a known allergy to airborne or contact allergens
- Identifying non-food allergens within the environment and making adaptions to remove/reduce allergens that pose a risk

King Edward VI School will ensure that allergy is included in school risk assessments to identify risks and plan control measures to minimise the risk of exposure.

King Edward VI School will ensure that the risk of exposure is minimised by ensuring

- That all school employees' complete allergy training every year
- Students are educated through awareness assemblies and within PHSE
- Educating PTAs (Parent Teacher Associations) about school expectations for allergy management
- Communicating with all visitors, contractors, temporary employees, and cover employees that there are students / staff with allergies on site and what appropriate controls need to be followed.
- Working closely with parents/carers and health professionals to understand the student's allergy
- Monitoring this policy to ensure that the agreed practices are implemented
- Establishing and maintaining high hygiene standards amongst employees, students, and visitors

Food Provision and Catering

King Edward VI School will manage the risk of food allergy and provide clear information on allergens in food provided by:

- To ensure our school catering team is compliant with the Food Standards Authority allergen management regulations
- Ensuring school caterers provide information on food allergens to parents/carers and have this available for the students to check independently
- Providing student's allergen information to the caterers in a timely manner to ensure that students can eat safely
- Enabling parents/carers to liaise with the catering manager if they have any questions/queries
- Identify students with allergies at point of service. Following facial recognition processes any allergens are flagged to the catering staff member. The catering staff member then checks the purchases to ensure that the food doesn't contain any of the known allergens.
- Ensuring that packaged food is labelled correctly. This could include precautionary ("may contain") labelling suggesting a risk of contamination with allergen.

Our catering team and anyone serving students receive additional training to ensure they understand how to read labels for food allergens and how to prevent cross-contamination during the handling, preparation and serving of food.

Where food is not directly provided by the school (for example brought in as treats or to celebrate birthdays) awareness of allergens is key to ensure safety and inclusion.

Ensuring that PTA events, as best practice, follow FSA (Food Standards Agency) legislation for food labelling, creating allergen matrices, as necessary. Ensuring that PTA members who are serving food have a basic awareness of allergen management (signpost to free FSA training)

Students eligible for benefits based Free School Meals are entitled to their free school meal entitlement. School will work with parents/carers to determine the best way of ensuring that students receive their meal.

Medication and Adrenaline Devices (ADs)

People at risk of anaphylaxis are prescribed two adrenaline devices which they should always carry with them. This includes the journey to and from;

- school,
- the classroom
- lunch area
- playground
- sports field
- when on visits or trips

An adrenaline device needs to be administered within 5 minutes. Students should always keep their adrenaline devices on them. Students who carry adrenaline devices should take their devices during evacuation practice drills.

Adrenaline devices must be stored at room temperature (in line with manufacturer's guidelines) and not be exposed to extremes of heat. They must not be refrigerated or left in direct sunlight.

Spare Adrenaline Devices

The Human Medicines (Amendment) Regulations 2017 permit "spare" adrenaline devices to be used for the purpose of saving a life. This might be, for example, a child presenting for the first time with anaphylaxis due to an undiagnosed allergy.

King Edward VI School holds spare adrenaline devices for use in emergency situations. These are not a replacement for a student's own adrenaline device. Students prescribed adrenaline are expected to have their own adrenaline devices with them at school for use in an emergency.

King Edward VI School holds:

Two pairs of 'spare devices – Epipen 300mg.

These are located in Main and Student reception – two in student reception and two in main reception.

They are stored in an orange colour container and labelled 'Emergency Anaphylaxis Kit'

Our First Aid receptionist and Office Manager are responsible for checking that adrenaline devices are in date and remain clear (not cloudy) on a monthly basis. They will secure replacements one month before the current adrenaline device expires.

Adrenaline devices that are used will be disposed of in a sharps box, kept in student reception or given to the paramedic. Adrenaline devices that are out of date or where the adrenaline has degraded will be taken to a pharmacy to be disposed of.

King Edward VI School recognises that the Human Medicines (Amendment) Regulations 2017 do not require consent to have been obtained for "spare" adrenaline devices to be used. King Edward VI School requests advance consent from parents or the young person for "spare" adrenaline devices to be used, so that in an emergency, consent can be assumed to be in place. This is completed as part of our enrolment process. However, in an emergency situation anyone may take reasonable action to save a life without checking whether prior consent has been given.

Student Self-Management

Students are encouraged to take responsibility for and to always carry their own two adrenaline devices on them in a suitable bag/container.

Older students and teenagers should, whenever possible, assume responsibility for their emergency kit under the guidance of their parents. However, symptoms of anaphylaxis can come on very suddenly, so school employees need to be prepared to administer medication if the young person cannot.

Employee Training and Emergency Response

All employees, including teaching employees, support employees, catering employees, and others who may oversee students including at breakfast or after school clubs will be trained in allergy awareness and emergency response. The school is responsible for ensuring that supply, cover, coaching, peripatetic employees have received allergy awareness training.

Emergency Preparedness

King Edward VI School will annually hold a practice response to anaphylaxis, review how the practice went and update policy and procedures.

Throughout the year employees will be reminded of key aspects of the policy such as:

- how to find out who has an allergy
- the storage of spare adrenaline
- practice with adrenaline trainer devices.

King Edward VI School will communicate key messages regarding risk reduction leading up to festivals, trips, and end of term celebrations.

During fire drills and lockdown practices, King Edward VI School will ensure that a student's adrenaline device is with them. Should a real evacuation happen, the student may have to go home without adrenaline if this has not been taken out during a fire evacuation.

Identification of Individuals with Allergies

Admissions Data Collection

King Edward VI School collects detailed medical information from parents and carers regarding known allergies, dietary restrictions, and treatment histories prior to admission. This is collected on our enrolment forms once a student has been offered a place at King Edward VI School

Information Sharing

Information will be shared only with those who need it to keep the student safe.

Relevant information may be shared with school employees, school-run clubs, educational visit leaders, transport employees where relevant, and external providers operating on the school site or delivering activities on behalf of the school.

Where full IHP or AAP sharing is not necessary, the school may issue a concise allergy information summary containing the student's name, photograph, allergens, signs of reaction, medication location, emergency actions, and key contacts.

Transition

Allergy information and existing care plans are shared as part of a student's transition. King Edward VI School will request allergy information from the previous school or setting and will consider whether any of the arrangements are suitable to implement. King Edward VI School work with parents/carers and the student if appropriate to write a new IHP employees will provide information about students for transition visits ahead of a formal move.

Employees

pre-employment questionnaires will ask whether they have any allergies. If an allergy is declared, there will be a discussion and action plan created to ensure that the employee has a safe working environment.

Student Individual Healthcare Plans (IHPs) and Allergy Action Plans

Allergy Action Plans

Where a healthcare professional provides an AAP, the parents/carers should provide the school with a copy and the school will attach it to the student's IHP.

Relevant employees will be made aware of the AAP and emergency actions needed for the student.

AAPs will be reviewed alongside the IHP.

Individual Healthcare Plans (IHPs)

The IHP should capture key information required to keep the student safe, including emergency contacts, photograph, allergens, signs of reaction, medication, location of medication and emergency actions.

IHPs should be developed with parents/carers and, where appropriate, healthcare professionals.

IHPs will be reviewed at least annually, following incidents or where there is a change in medical advice, medication, triggers, or circumstances.

School Trips and External Visits

King Edward VI School ensures that students with allergies are fully included in every trip, sporting event, or extracurricular activities. A risk assessment addressing allergen exposure in each activity, emergency medication, transport, and proximity to local emergency care will be undertaken with control measures identified. To ensure that the student is safe and included, alternative activities will be planned. This will include the safe storage adrenaline for the duration of the school trip.

Employees leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all students have their medication including adrenaline devices with them before departure. Students unable to produce their required medication will not be able to attend the excursion.

In conjunction with the allergy lead, the trip leader will review the risk assessment to determine whether the school's spare adrenaline devices should be taken on the trip. King Edward VI School will provide additional spare adrenaline devices should the risk assessment for the trip deem necessary to take them ensuring that students remaining in school still have access to spare adrenaline devices should the need arise.

When arranging a sporting fixture, King Edward VI School will notify the host school of any participating student's allergy. Where the school is responsible for providing refreshments, it will ensure that suitable food is available and that relevant allergy information is communicated to all appropriate staff.

Serious Incidents and "Near Misses"

King Edward VI School is aware, when an incident occurs that materials such as residues of food consumed or handled or samples of fluids may constitute evidence, which may need to be seized and retained.

King Edward VI School uses Meditracker to record allergic reactions (incidents) and near misses (e.g., accidental exposure without reaction, or labelling errors) immediately. Where appropriate, a report will be written and incidents reported to the Health, Safety and Wellbeing Duty Officer.

King Edward VI School will advise the student's parents/carers of the incident. They should be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review. King Edward VI School will confirm what it has learned from the incident and outline any actions it is taking as a result. The student's IHP will be updated if necessary.

If unsafe food was supplied by the school operating as a food business, the incident must be reported to the local authority environmental health team.

Wellbeing and Support

At King Edward VI School allergy safety is a priority and actions to ensure that students are included and safe are embedded into the school's culture. Students with allergy become anxious as a result

of the risk of exposure to allergens and the potential for anaphylaxis, which may be compounded by living with difficult-to-control asthma or eczema.

King Edward VI School will

- regularly communicate to students, parents, and employees about allergies, ensuring ongoing awareness and appreciation of the severity of the potential risks

- includes allergy and anaphylaxis lessons during assembly, tutor time or in PSHE
- plans school celebrations, rewards, and communal events inclusively from the outset to eliminate social isolation
- involves students and employees with allergies in developing and reviewing procedures for allergy management
- understands that allergy bullying is extremely serious and actively monitors, prevents, and addresses any stigmatisation or bullying directed at individuals due to their allergies or dietary constraints
- invites new joiners with allergies to visit the canteen so they can meet employees and get used to the mealtime environment which may help to reduce anxiety and enable employees to identify students with allergies in the dining hall
- has proactive engagement with new joiners with known allergies, setting out the school, college or setting's policies and the support available

Safeguarding

King Edward VI School recognises that a safeguarding referral may be needed if an incident highlighted concern that the child or young person might be at an increased risk of being neglected, abused, or exploited by persons inside or outside of their family unit because of their medical condition. This might occur where relevant information about a child or young person's medical condition is not provided to a school, college or setting, or where they are repeatedly sent without essential medication, thereby putting the individual at risk.

Policy Review and Publication

This policy is published openly on the school website and is reviewed at least annually, or more frequently in response to local incident trends or updated statutory guidelines.